

**Town Council Regular Meeting  
Amended Agenda  
Wednesday, September 02, 2026, at 8:00 AM  
Town Hall Green Room**

1. Pledge
2. Visitors
3. Approval of Minutes
  - Regular Meeting – August 19, 2026
  - Workshops – June 22, 2026 / July 20, 2026 / August 18, 2026
4. Appointments/Reappointments  
Appointment  
John Vassallo (D) Zoning Board of Appeals Alternate Seat for a term until November 2027
5. Connecticut Main Street Update
6. Planning & Zoning and Landfill Update
7. Youth Service Bureau Grant
8. Finance Action Items
  - Landfill Closure Appropriation Request
  - Appropriation & Bond Authorization - \$3,320,000 Capital Items
  - Year-End Line Item Transfers (FY 2025-26)
  - FY 2026-27 CIP Transfer Request
  - Re-appropriation Requests – Total \$193,880 (Carryforward to FY 2026-27)
  - Creation of New Fund – Capital Roads & Sidewalks Fund (Fund 66)
  - Transfer to New Fund
9. Town Manager's Report
10. Chairman's Report
11. Council Discussion
12. Town Council Committee Liaison Reports
13. Executive Session – Personnel, Pursuant to CGS 1-200 (6) (A)
14. Public Works Truck Driver Position
15. Adjourn

## Town Council Meeting – 9/2/2026

### Finance agenda items:

- (page 1 – 2) Appropriation and Bond Authorization of \$3,320,000 for Various Capital Improvements (in the current CIP).
- (page 3) Notice of Special Meeting and Referendum Vote.
- (page 4 – 5) A resolution increasing the 2026-27 budget line item “capital projects CIP transfer” by \$301,400 for the Clinton landfill closure costs to be funded by committed fund balance (amount committed by the Town Council in prior years).
- (page 6) 2026-27 transfer request of \$1,000,000 from CIP 604111 – 59730 (sidewalk grant) to 604165 – 59865 (dredging).
- (page 7 – 8) 2025-26 year-end transfer request for \$231,015.10 to balance accounts with deficits.
- (page 9 – 10) 2025-26 transfer request of \$24,150 to enable re-appropriations totaling \$193,880.
- (page 11 – 19) 2025-26 request for re-appropriations totaling \$193,880 ( to be carried forward to 2026-27)
- (page 20) Request to create a new fund, the “Capital Roads & Sidewalks Fund (fund 66).
- (page 21 – 22) 2025-26 transfer request of \$100,000 from various accounts to budget line item “transfer out to other funds” for a transfer to the new Capital Roads and Sidewalks fund.

**TOWN OF CLINTON  
TOWN COUNCIL  
RESOLUTION**

**RE: Appropriation and Bond Authorization of \$3,320,000 for Various Capital Improvement Projects.**

**RESOLVED:**

(i) that the Town Council of the Town of Clinton (the "Town") approves and recommends to the electors and all others entitled to vote at town meetings of the Town that (i) the total sum of \$3,320,000 be appropriated for the cost of various capital improvement projects including: (a) \$195,000 for the purchase of a wheeled excavator for the Town's Department of Public Works (b) \$125,000 for the purchase of a generator for the Town's Police Department (c) \$1,000,000 for roads and sidewalks throughout the Town, and (d) \$2,000,000 for renovations in the Town library, including, all surveys, alterations, repairs and improvements in connection therewith and engineering, architectural and temporary and permanent financing costs related thereto (collectively the "Projects") and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Town Charter (the "Charter") or any other provision of law thereto enabling, in the amount of \$3,320,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor, which bonds shall be general obligations of the Town to which its full faith and credit is pledged; and

(ii) that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the capital Projects for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of bonds of the Town described above. The maximum principal amount of such debt is not expected to exceed \$3,320,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2; and

**BE IT FURTHER RESOLVED** that should the appropriation and bond authorization be approved by the voters at Town Meeting,

(i) the Town Manager and the Treasurer be authorized to issue and sell such bonds, and temporary notes of the Town in an amount not to exceed \$3,320,000 in anticipation of such bonds, and to determine the amount, date, date of maturity, interest rate, form and other details of such bonds and notes, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling; and

(ii) the Town Manager and the Treasurer shall sign the bonds and notes by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds; and

(iii) the Town Manager and the Treasurer, or either of them, is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds; to sell the bonds and notes at public or private sale or negotiation; to deliver the bonds and notes; and to perform and comply with all requirements of the Internal Revenue Code of 1986, and to perform all other acts and execute such documents which are necessary or appropriate to issue the bonds and notes including, but not limited to, the execution and delivery of a bond purchase agreement, tax compliance agreement and bond insurance agreement; and

(iv) that the Town Manager be authorized to determine and allocate amounts to be spent on each improvement project listed in paragraph (i) above, provided that the total amount spent on all such improvement Projects does not exceed \$3,320,000; and

**BE IT FURTHER RESOLVED** that a Special Town Meeting (the “Meeting”) is hereby called to be held on **September 16, 2026**, at Andrew’s Memorial Town Hall, 54 East Main Street, Clinton, Connecticut 06413 at **6:00 p.m.** to consider but not vote upon the resolution for the Projects as set forth above.

**BE IT FURTHER RESOLVED**, that the Town Council, pursuant to Section 7-7 of the Connecticut General Statutes, as amended, and the Charter of the Town hereby removes the item, described above on the call of the Meeting to be held on **September 16, 2026**, for submission to the voters of the Town who are qualified to vote at town meetings, for vote by paper ballot on **November 3, 2026**, during the hours from 6:00 a.m. to 8:00 p.m. such referendum to be held at the Clinton Town Hall, 54 East Main Street, Clinton, CT 06413 under the following heading:

Shall the Town of Clinton appropriate a total sum of \$3,320,000 for the cost of various capital improvement projects in the Town of Clinton (the “Town”) including: (a) \$195,000 for the purchase of a wheeled excavator for the Town’s Department of Public Works (b) \$125,000 for the purchase of a generator for the Town’s Police Department (c) \$1,000,000 for roads and sidewalks throughout the Town, and (d) \$2,000,000 for renovations in the Town library, including, all surveys, alterations, repairs and improvements in connection therewith and engineering, architectural and temporary and permanent financing costs related thereto, and authorize the issuance of bonds and notes or other obligations in the total amount of \$3,320,000 to finance such appropriation? YES or NO

The moderator of the Meeting shall adjourn such Meeting after reasonable discussion of such item and conclusion of such other business as may properly come before the Meeting and order such vote by paper ballot in accordance with this resolution, Section 7-7 of the Connecticut General Statutes and the Charter.

**BE IT FURTHER RESOLVED**, that the Town Council authorizes the Town Clerk, subject to the approval of a municipal attorney, to prepare and print a concise explanatory text concerning the question to be submitted to the voters at referendum on **November 3, 2026**, specifying the intent and purpose of the Projects in accordance with Section 9-369b of the Connecticut General Statutes.

**WARNING**  
**NOTICE OF SPECIAL MEETING AND REFERENDUM VOTE**  
**CLINTON, CONNECTICUT**

All electors and persons qualified to vote in town meetings of the Town of Clinton, Connecticut (the “Town”), are hereby notified that the Town Council of the Town is convening a Special Town Meeting (the “Meeting”) to be held at Andrew’s Memorial Town Hall, Clinton, Connecticut on **September 16, 2026**.

The Meeting will begin at 6:00 p.m. for the following purposes:

Item 1. To consider and discuss, but not vote upon, a total appropriation of \$3,320,000 for the cost of various capital improvement projects in the Town of Clinton (the “Town”) including: (a) \$195,000 for the purchase of a wheeled excavator for the Town’s Department of Public Works (b) \$125,000 for the purchase of a generator for the Town’s Police Department (c) \$1,000,000 for roads and sidewalks throughout the Town, and (d) \$2,000,000 for renovations in the Town library, including, all surveys, alterations, repairs and improvements in connection therewith and engineering, architectural and temporary and permanent financing costs related thereto (collectively, the “Projects”), and the Town Manager and the Treasurer be authorized to issue and sell temporary notes of the Town in an amount not to exceed \$3,320,000 in anticipation of the receipt of the proceeds from the sale of such bonds or other obligations and to determine the terms of such notes and bonds, and to do all things necessary or appropriate to issue such bonds and notes.

The full text of the authorizing resolution for the Projects is on file and open to inspection at the office of the Town Clerk, Town Hall, 54 East Main Street, Clinton, Connecticut, for the review of any interested person.

All persons qualified to vote in town meetings of the Town are hereby further notified that pursuant to Section 7-7 of the Connecticut General Statutes and the Town Charter, the Town Council has removed the above item on the call of this Meeting for submission to the voters of the Town who are qualified to vote at town meetings for “yes” or “no” vote by voting machine on the following question:

Shall the Town of Clinton appropriate a total sum of \$3,320,000 for the cost of various capital improvement projects in the Town of Clinton (the “Town”) including: (a) \$195,000 for the purchase of a wheeled excavator for the Town’s Department of Public Works (b) \$125,000 for the purchase of a generator for the Town’s Police Department (c) \$1,000,000 for roads and sidewalks throughout the Town, and (d) \$2,000,000 for renovations in the Town library, including, all surveys, alterations, repairs and improvements in connection therewith and engineering, architectural and temporary and permanent financing costs related thereto, and authorize the issuance of bonds and notes or other obligations in the total amount of \$3,320,000 to finance such appropriation? YES or NO

The vote will be conducted at Andrew’s Memorial Town Hall, Clinton, Connecticut, during the hours between **6:00 a.m. and 8:00 p.m. on November 3, 2026**.

Michelle Benivegna, Town Manager

A resolution authorizing an increase in the Capital Projects CIP Transfer line item, in the 2026-27 budget, from \$1,010,148 to \$1,311,548. This represents a \$301,400 increase to fund the Clinton landfill closure costs. Funding for this increase is from the general fund, committed fund balance for the landfill closure. The \$301,400 committed fund balance for landfill closure costs was approved by the Town Council in prior years.

## Town of Clinton, Connecticut

**Notes to Financial Statements**  
**As of and for the Year Ended June 30, 2025**

**G. Fund balances and restricted net position (continued)**

| Fund Balance<br>Component             | General<br>Fund | Capital<br>Projects | Other<br>Governmental<br>Funds | Total         |
|---------------------------------------|-----------------|---------------------|--------------------------------|---------------|
| <b>Committed:</b>                     |                 |                     |                                |               |
| Civic and human service programs      | \$ -            | \$ -                | \$ 98,988                      | \$ 98,988     |
| Culture and recreation programs       | -               | -                   | 454,440                        | 454,440       |
| Social service programs               | -               | -                   | 177,131                        | 177,131       |
| Other capital projects                | -               | 3,741,625           | -                              | 3,741,625     |
| Education programs                    | 959,498         | -                   | 719,365                        | 1,678,863     |
| Landfill closure                      | 301,400         | -                   | -                              | 301,400       |
| Total committed                       | 1,260,898       | 3,741,625           | 1,449,924                      | 6,452,447     |
| <b>Assigned:</b>                      |                 |                     |                                |               |
| Subsequent year's budget - operations | 2,625,000       | -                   | -                              | 2,625,000     |
| General government                    | 21,456          | -                   | -                              | 21,456        |
| Public safety                         | 8,002           | -                   | -                              | 8,002         |
| Public works                          | 22,925          | -                   | -                              | 22,925        |
| Culture and recreation                | 1,710           | -                   | -                              | 1,710         |
| Planning and development              | 8,905           | -                   | -                              | 8,905         |
| Total assigned                        | 2,687,998       | -                   | -                              | 2,687,998     |
| <b>Unassigned</b>                     | 15,103,153      | -                   | (1,339)                        | 15,101,814    |
| Total                                 | \$ 19,062,496   | \$ 3,741,625        | \$ 2,607,368                   | \$ 25,411,489 |
| General Fund encumbrances totaled:    | \$ 62,998       |                     |                                |               |

\*The amount of net position restricted by enabling legislation totaled: \$ 340,142

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

|                                |                                                                      |
|--------------------------------|----------------------------------------------------------------------|
| <b>DATE OF REQUEST:</b>        | <b>09/02/2026</b>                                                    |
| <b>DEPARTMENT OF REQUEST:</b>  | <b>FINANCE</b>                                                       |
| <b>FISCAL YEAR OF REQUEST:</b> | <b>FY27</b>                                                          |
| <b>REASON FOR REQUEST:</b>     | 2026-27 TRANSFER REQUEST TO FUND DREDGING PROJECT IN THE CURRENT CIP |

| DECREASE ACCOUNT(S) | DESCRIPTION              | AMOUNT         |
|---------------------|--------------------------|----------------|
| 604111 - 59730      | SIDEWALK PROJECT (GRANT) | \$1,000,000.00 |
|                     |                          |                |
|                     |                          |                |
|                     |                          |                |

| INCREASE ACCOUNT(S) | DESCRIPTION | AMOUNT         |
|---------------------|-------------|----------------|
| 604165 - 59865      | DREDGING    | \$1,000,000.00 |
|                     |             |                |
|                     |             |                |
|                     |             |                |

1) Department Head Signature\*:   N/A   Date: \_\_\_\_\_

Comments:

*\*When completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes ☒ No ☐ Date Approved:   8/26/26   Denied: \_\_\_\_\_

3) Town Manager:   Michelle Benito   Date Approved:   8/26/26   Denied: \_\_\_\_\_

4) Town Council: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: \_\_\_\_\_ Date Transfer made: \_\_\_\_\_

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

|                                |                                                                        |
|--------------------------------|------------------------------------------------------------------------|
| <b>DATE OF REQUEST:</b>        | <b>09/02/2026</b>                                                      |
| <b>DEPARTMENT OF REQUEST:</b>  | <b>FINANCE</b>                                                         |
| <b>FISCAL YEAR OF REQUEST:</b> | <b>FY26</b>                                                            |
| <b>REASON FOR REQUEST:</b>     | END OF FISCAL YEAR 2025-26 TRANSFERS TO<br>BALANCE ACCOUNTS IN DEFICIT |

| DECREASE ACCOUNT(S) | DESCRIPTION      | AMOUNT       |
|---------------------|------------------|--------------|
| SEE ATTACHED DETAIL | VARIOUS ACCOUNTS | \$231,015.10 |
|                     |                  |              |
|                     |                  |              |
|                     |                  |              |

| INCREASE ACCOUNT(S) | DESCRIPTION      | AMOUNT       |
|---------------------|------------------|--------------|
| SEE ATTACHED DETAIL | VARIOUS ACCOUNTS | \$231,015.10 |
|                     |                  |              |
|                     |                  |              |
|                     |                  |              |

1) Department Head Signature\*:                     D/A                     Date:                     

Comments:

*\*When completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes ☒ No ☐ Date Approved:                     8/26/26                     Denied:                     

3) Town Manager:                     Michelle Benigna                     Date Approved:                     8/26/26                     Denied:                     

4) Town Council: Date Approved:                      Denied:                     

5) Finance Dept: Date Transfer made:

| TOWN OF CLINTON - FISCAL YEAR END TRANSFERS 2025-26 |         |       |                                            |              |        |              |                |                 |
|-----------------------------------------------------|---------|-------|--------------------------------------------|--------------|--------|--------------|----------------|-----------------|
|                                                     | ACCOUNT | TITLE | BUDGET                                     | OPEN PO      | EXPEND | BALANCE      | TRANSFERS - IN | TRANSFERS - OUT |
| 01                                                  | 4111    | 53020 | TOWN MANAGER LEGAL SERVICES                | 250,000.00   | 0.00   | 322,815.09   | -72,815.09     | 72,815.09       |
| 01                                                  | 5100    | 52810 | FRINGE BENEFITS HEALTH INSURANCE           | 1,815,000.00 | 0.00   | 1,852,703.81 | -37,703.81     | 37,703.81       |
| 01                                                  | 4329    | 56270 | WATER & HYDRANTS WATER & HYDRANTS          | 555,000.00   | 0.00   | 590,850.78   | -35,850.78     | 35,850.78       |
| 01                                                  | 4505    | 51310 | PARKS & RECREATION SALARIES-FULL TIME      | 124,928.55   | 0.00   | 153,544.58   | -28,616.03     | 28,616.03       |
| 01                                                  | 4143    | 55300 | TECHNOLOGY COMMUNICATIONS                  | 127,630.00   | 0.00   | 151,082.91   | -23,452.91     | 23,452.91       |
| 01                                                  | 4301    | 56210 | PUBLIC WORKS DIESEL - GASOLINE FUEL        | 165,690.00   | 0.00   | 174,958.93   | -9,268.93      | 9,268.93        |
| 01                                                  | 5100    | 52200 | FRINGE BENEFITS EMPLOYER SOC SEC CONTRIB   | 606,000.00   | 0.00   | 613,817.58   | -7,817.58      | 7,817.58        |
| 01                                                  | 4301    | 58964 | PUBLIC WORKS PIERSON COSTS                 | 20,000.00    | 0.00   | 25,837.54    | -5,837.54      | 5,837.54        |
| 01                                                  | 4199    | 58110 | GENERAL GOV'T ADMIN MISC EXPENDITURES      | 20,000.00    | 0.00   | 23,117.55    | -3,117.55      | 3,117.55        |
| 01                                                  | 4301    | 58088 | PUBLIC WORKS HAZARDOUS WASTE SITE          | 20,000.00    | 0.00   | 22,441.16    | -2,441.16      | 2,441.16        |
| 01                                                  | 4603    | 58150 | ECON DEVELOPMENT MARKETING                 | 20,000.00    | 0.00   | 21,407.11    | -1,407.11      | 1,407.11        |
| 01                                                  | 4193    | 51330 | WASM MAINTENANCE OVERTIME                  | 19,845.00    | 0.00   | 21,045.17    | -1,200.17      | 1,200.17        |
| 01                                                  | 4505    | 54300 | PARKS & RECREATION REPAIRS & MAINTENANCE   | 55,000.00    | 0.00   | 56,077.65    | -1,077.65      | 1,077.65        |
| 01                                                  | 4223    | 51320 | EMERGENCY MANAGEMENT SALARIES - PART TIME  | 12,500.00    | 0.00   | 12,809.03    | -309.03        | 309.03          |
| 01                                                  | 4153    | 53400 | PLANNING & ZONING COMM OTHER PROF SERVICES | 980.00       | 0.00   | 1,030.80     | -50.80         | 50.80           |
| 01                                                  | 4505    | 56900 | PARKS & RECREATION OTHER SUPPLIES          | 5,000.00     | 0.00   | 5,048.96     | -48.96         | 48.96           |
| 01                                                  | 4119    | 51310 | FINANCE SALARIES-FULL TIME                 | 325,698.00   | 0.00   | 318,243.50   | 7,454.50       | (7,015.10)      |
| 01                                                  | 4143    | 53200 | TECHNOLOGY PROFESSIONAL SERVICES           | 110,000.00   | 0.00   | 102,516.04   | 7,483.96       | (7,400.00)      |
| 01                                                  | 4131    | 51310 | ASSESSOR SALARIES-FULL TIME                | 218,571.00   | 0.00   | 213,626.46   | 4,944.54       | (4,900.00)      |
| 01                                                  | 4135    | 51310 | TAX COLLECTOR SALARIES-FULL TIME           | 142,267.00   | 0.00   | 139,005.84   | 3,261.16       | (3,000.00)      |
| 01                                                  | 5100    | 52830 | FRINGE BENEFITS PENSION PLAN - FIRE DEPT   | 145,001.00   | 0.00   | 137,088.81   | 7,912.19       | (7,900.00)      |
| 01                                                  | 4201    | 51335 | POLICE HOLIDAY PAY                         | 144,606.00   | 0.00   | 136,394.50   | 8,211.50       | (8,200.00)      |
| 01                                                  | 4201    | 51320 | POLICE SALARIES - PART TIME                | 19,377.00    | 0.00   | 10,980.95    | 8,396.05       | (8,300.00)      |
| 01                                                  | 4195    | 54300 | REGISTRAR OF VOTERS REPAIRS & MAINTENANCE  | 9,381.00     | 0.00   | 809.71       | 8,571.29       | (4,500.00)      |
| 01                                                  | 4221    | 51310 | COMMUNICATIONS SALARIES-FULL TIME          | 466,249.00   | 0.00   | 457,141.60   | 9,107.40       | (9,100.00)      |
| 01                                                  | 4163    | 51310 | INLANDS/WETLANDS COMM SALARIES-FULL TIME   | 80,038.00    | 0.00   | 69,505.29    | 10,532.71      | (10,500.00)     |
| 01                                                  | 4301    | 56220 | PUBLIC WORKS ELECTRICITY                   | 260,000.00   | 0.00   | 247,099.96   | 12,900.04      | (12,900.00)     |
| 01                                                  | 4195    | 51620 | REGISTRAR OF VOTERS PART TIME WAGES        | 33,160.00    | 0.00   | 19,698.67    | 13,461.33      | (8,400.00)      |
| 01                                                  | 4505    | 51320 | PARKS & RECREATION SALARIES - PART TIME    | 109,619.00   | 0.00   | 94,263.11    | 15,355.89      | (15,300.00)     |
| 01                                                  | 4301    | 56221 | PUBLIC WORKS HEAT/WATER                    | 145,000.00   | 0.00   | 123,171.28   | 21,828.72      | (21,800.00)     |
| 01                                                  | 4221    | 54301 | COMMUNICATIONS SERVICE CONTRACTS           | 151,002.00   | 0.00   | 129,021.60   | 21,980.40      | (21,900.00)     |
| 01                                                  | 4201    | 51330 | POLICE OVERTIME                            | 252,950.00   | 0.00   | 228,571.96   | 24,378.04      | (24,300.00)     |
| 01                                                  | 5100    | 52300 | FRINGE BENEFITS STATE RETIRE CONTRIBUTION  | 730,000.00   | 0.00   | 703,847.71   | 26,152.29      | (26,000.00)     |
| 01                                                  | 4301    | 51310 | PUBLIC WORKS SALARIES-FULL TIME            | 1,172,926.00 | 0.00   | 1,143,270.01 | 29,655.99      | (29,600.00)     |
| 08                                                  |         |       |                                            |              |        |              | 231,015.10     | (231,015.10)    |

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

|                                |                                                                             |
|--------------------------------|-----------------------------------------------------------------------------|
| <b>DATE OF REQUEST:</b>        | <b>09/02/2026</b>                                                           |
| <b>DEPARTMENT OF REQUEST:</b>  | <b>FINANCE</b>                                                              |
| <b>FISCAL YEAR OF REQUEST:</b> | <b>FY26</b>                                                                 |
| <b>REASON FOR REQUEST:</b>     | END OF FISCAL YEAR 2025-26 TRANSFERS TO<br>ENABLE VARIOUS RE-APPROPRIATIONS |

| DECREASE ACCOUNT(S) | DESCRIPTION      | AMOUNT      |
|---------------------|------------------|-------------|
| SEE ATTACHED DETAIL | VARIOUS ACCOUNTS | \$24,150.00 |
|                     |                  |             |
|                     |                  |             |
|                     |                  |             |

| INCREASE ACCOUNT(S) | DESCRIPTION      | AMOUNT      |
|---------------------|------------------|-------------|
| SEE ATTACHED DETAIL | VARIOUS ACCOUNTS | \$24,150.00 |
|                     |                  |             |
|                     |                  |             |
|                     |                  |             |

1) Department Head Signature\*: N/A Date: \_\_\_\_\_

Comments:

*D. T. A.*

*\*When completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes ☒ No ☐ Date Approved: 8/26/26 Denied: \_\_\_\_\_

3) Town Manager: *Michelle Benivya* Date Approved: 8/26/26 Denied: \_\_\_\_\_

4) Town Council: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: Date Transfer made: \_\_\_\_\_

| TOWN OF CLINTON - END OF FISCAL YEAR 2025-26 RE-APPROPRIATIONS |  |  |  |               |  |  |  |  |  |
|----------------------------------------------------------------|--|--|--|---------------|--|--|--|--|--|
|                                                                |  |  |  | REAPPROPRIATE |  |  |  |  |  |
|                                                                |  |  |  |               |  |  |  |  |  |
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- A request to re-appropriate \$193,880 to be carried forward to 2026-27 for the following items:
  - \$10,500 for a human resource project – digitization of employee records.
  - \$13,250 for an annual subscription for CIP reporting software.
  - \$5,000 for Registrar part-time wages for the democratic primary + 7 days of early voting costs.
  - \$4,000 for Registrar laptops (2).
  - \$63,000 for police severance payouts.
  - \$10,130 to reimburse the fire department for a boat motor replacement.
  - \$88,000 for fire hose that is still on back order.

For a total of \$193,880.

## **EXHIBIT A**

### **STATEMENT OF WORK — Digitalize Personnel Files**

August 2026

| <b>TRANSITION TO ELECTRONIC PERSONNEL FILES</b>                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------|
| Design electronic filing structure/taxonomy and access-control protocol                                                               |
| Digitize and organize existing personnel files (scanning, indexing, quality control); identify missing documentation in each file     |
| Establish a retention and purge schedule aligned with the Town's Record Retention Policy                                              |
| <b>I-9 COMPLIANCE REMEDIATION</b>                                                                                                     |
| MCS-led training on proper Section 1 / Section 2 I-9 completion and retention requirements                                            |
| Internal completion of I-9 forms for all current employees (Town Staff)                                                               |
| Scan and upload completed I-9s to a personnel file system maintained separately from general personnel files, per federal requirement |
| <b>ONBOARDING / OFFBOARDING</b>                                                                                                       |
| Draft a standardized offer letter template for Town-wide use                                                                          |
| Design and build electronic onboarding/offboarding intake forms (Jotform), including routing logic and required-document checklists   |

#### **PROJECT FEE: \$9,500**

Final fee may be adjusted by a maximum of 10% (\$950) based on complexity of findings and associated work.

**Estimated Completion: 45–60 Business Days (subject to confirmation at scheduling)**

#### **PAYMENT TERMS/SCHEDULE**

At the time of execution of this Statement of Work, a \$4,750 (50%) initial payment will be due, with the remaining portion of the fee payable to Vendor upon completion of the electronic personnel file transition and I-9 remediation.

Except as expressly modified by this Statement of Work, the Professional Services Agreement between the parties shall remain in full force and effect. Nothing herein shall be held to alter, vary, or otherwise affect the terms, conditions, and provisions of the Agreement, other than as expressly described herein.

IN WITNESS WHEREOF, the parties have caused this Statement of Work to be effective beginning on the day and year first written above.

**Town of Clinton, CT**

\_\_\_\_\_ Date: \_\_\_\_\_

Michelle Benivegna

Town Manager

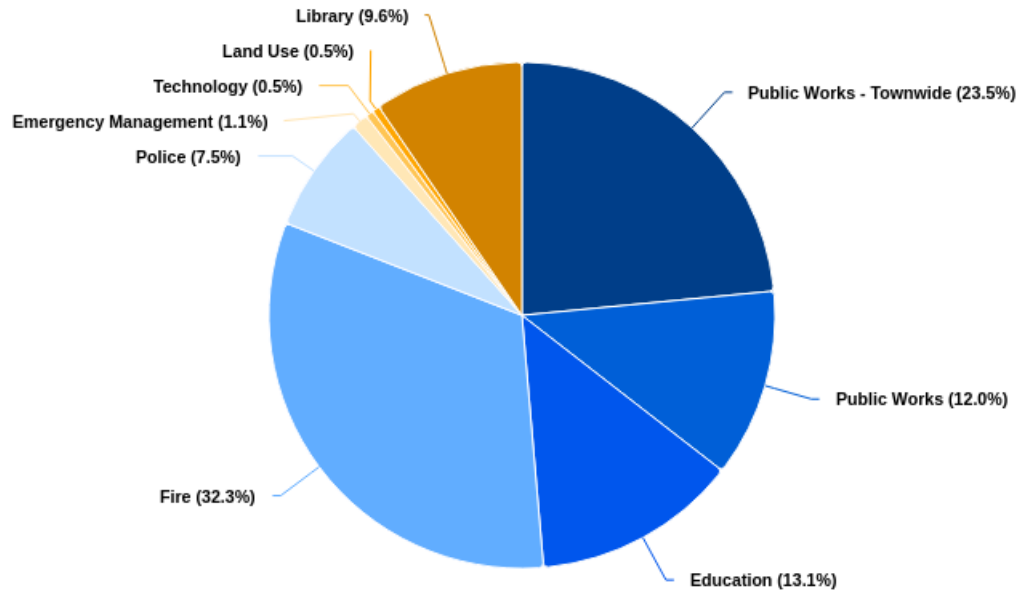
**McInnis Inc.**

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Christian McInnis

President / CEO

2027 through 2031  
**Capital Improvement Plan**  
 Town of Clinton  
**Department Summary**

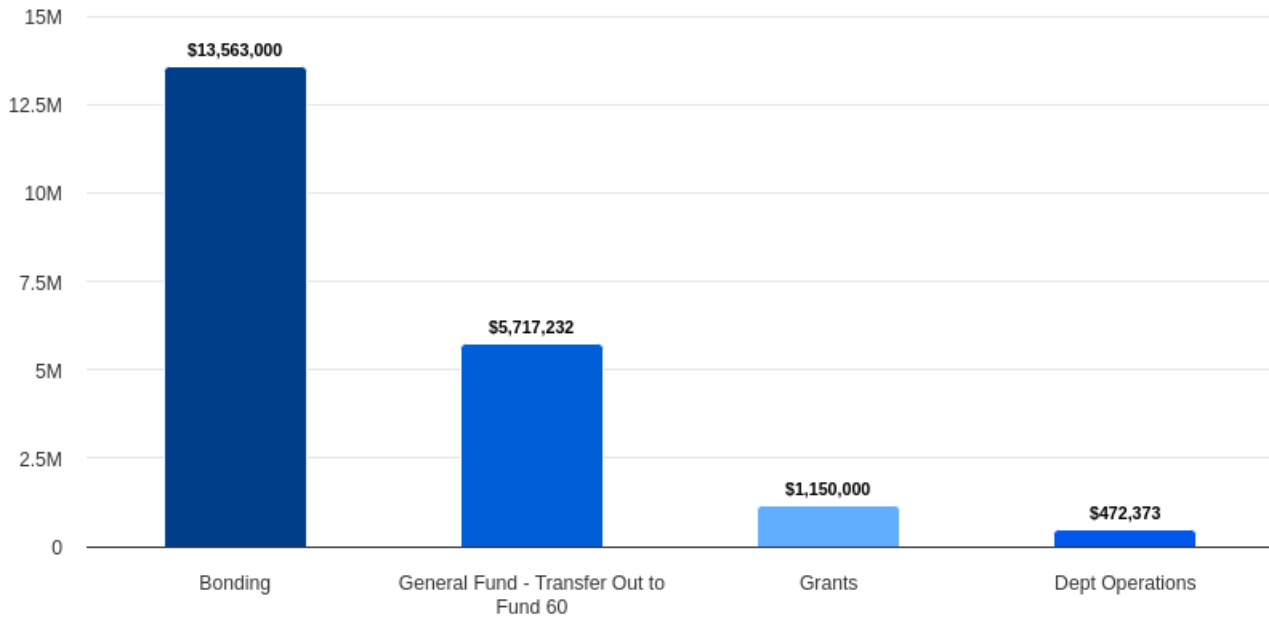


| Department              | 2027             | 2028             | 2029             | 2030             | 2031     | Total             |
|-------------------------|------------------|------------------|------------------|------------------|----------|-------------------|
| Public Works - Townwide | 1,625,000        | 1,200,000        | 825,000          | 1,255,000        |          | 4,905,000         |
| Public Works            | 1,300,000        | 18,000           | 1,005,000        | 192,000          |          | 2,515,000         |
| Education               | 600,000          | 644,897          | 718,135          | 784,200          |          | 2,747,232         |
| Fire                    | 594,000          | 3,360,000        | 580,000          | 2,215,000        |          | 6,749,000         |
| Police                  | 325,000          | 845,000          | 195,000          | 195,000          |          | 1,560,000         |
| Emergency Management    | 100,000          |                  | 120,000          |                  |          | 220,000           |
| Technology              | 39,773           | 20,400           | 31,200           | 15,000           |          | 106,373           |
| Land Use                | 25,000           | 25,000           | 25,000           | 25,000           |          | 100,000           |
| Library                 |                  |                  |                  | 2,000,000        |          | 2,000,000         |
| <b>GRAND TOTAL</b>      | <b>4,608,773</b> | <b>6,113,297</b> | <b>3,499,335</b> | <b>6,681,200</b> | <b>0</b> | <b>20,902,605</b> |

2027 through 2031  
**Capital Improvement Plan**  
 Town of Clinton  
**Projects By Department**

| Department                             | 2027             | 2028             | 2029             | 2030             | 2031     | Total            |
|----------------------------------------|------------------|------------------|------------------|------------------|----------|------------------|
| <b>Fire</b>                            |                  |                  |                  |                  |          |                  |
| Fire Apparatus Replacement Fund        | 400,000          | 400,000          | 425,000          |                  |          | 1,225,000        |
| Building maintenance                   | 100,000          | 100,000          | 100,000          | 100,000          |          | 400,000          |
| Personal Protective Gear Replacement   | 49,000           | 52,000           | 55,000           | 580,000          |          | 736,000          |
| Marine unit maintenance                | 45,000           |                  |                  |                  |          | 45,000           |
| Aerial 971 Replacement                 |                  | 2,808,000        |                  |                  |          | 2,808,000        |
| Land acquisition for future fire house |                  |                  |                  | 1,500,000        |          | 1,500,000        |
| Rescue Equipment                       |                  |                  |                  | 35,000           |          | 35,000           |
| <b>Fire Total</b>                      | <b>594,000</b>   | <b>3,360,000</b> | <b>580,000</b>   | <b>2,215,000</b> | <b>0</b> | <b>6,749,000</b> |
| <b>Public Works</b>                    |                  |                  |                  |                  |          |                  |
| Large Dump Truck                       | 285,000          |                  | 570,000          |                  |          | 855,000          |
| Sweeper(1998)                          | 280,000          |                  |                  |                  |          | 280,000          |
| Two small dump truck replacements      | 250,000          |                  |                  |                  |          | 250,000          |
| Bucket Truck                           | 250,000          |                  |                  |                  |          | 250,000          |
| Compactor Trailer                      | 150,000          |                  |                  |                  |          | 150,000          |
| Skid Steer                             | 85,000           |                  |                  |                  |          | 85,000           |
| Zero Turn Mower                        |                  | 18,000           |                  | 22,000           |          | 40,000           |
| PayLoader                              |                  |                  | 250,000          |                  |          | 250,000          |
| Roll Off Trailer                       |                  |                  | 125,000          |                  |          | 125,000          |
| Pick-up                                |                  |                  | 60,000           | 60,000           |          | 120,000          |
| Medium duty tractor                    |                  |                  |                  | 110,000          |          | 110,000          |
| <b>Public Works Total</b>              | <b>1,300,000</b> | <b>18,000</b>    | <b>1,005,000</b> | <b>192,000</b>   | <b>0</b> | <b>2,515,000</b> |
| <b>GRAND TOTAL</b>                     | <b>1,894,000</b> | <b>3,378,000</b> | <b>1,585,000</b> | <b>2,407,000</b> | <b>0</b> | <b>9,264,000</b> |

2027 through 2031  
**Capital Improvement Plan**  
Town of Clinton  
**Funding Source Summary**



| Source                                 | 2027             | 2028             | 2029             | 2030             | 2031     | Total             |
|----------------------------------------|------------------|------------------|------------------|------------------|----------|-------------------|
| Bonding                                | 2,865,000        | 4,008,000        | 1,865,000        | 4,825,000        |          | 13,563,000        |
| General Fund - Transfer Out to Fund 60 | 1,560,000        | 1,382,897        | 1,548,135        | 1,226,200        |          | 5,717,232         |
| Dept Operations                        | 183,773          | 72,400           | 86,200           | 130,000          |          | 472,373           |
| Grants                                 |                  | 650,000          |                  | 500,000          |          | 1,150,000         |
| <b>GRAND TOTAL</b>                     | <b>4,608,773</b> | <b>6,113,297</b> | <b>3,499,335</b> | <b>6,681,200</b> | <b>0</b> | <b>20,902,605</b> |

2027 through 2031  
**Capital Improvement Plan**  
 Town of Clinton  
**Projects & Funding Sources By Department**

| Department                                    | Project #      | Priority | 2027             | 2028             | 2029             | 2030             | 2031     | Total            |
|-----------------------------------------------|----------------|----------|------------------|------------------|------------------|------------------|----------|------------------|
| <b>Fire</b>                                   |                |          |                  |                  |                  |                  |          |                  |
| Fire Apparatus Replacement Fund               | <i>FIRE-03</i> |          | 400,000          | 400,000          | 425,000          |                  |          | 1,225,000        |
| Building maintenance                          | <i>FIRE-06</i> |          | 100,000          | 100,000          | 100,000          | 100,000          |          | 400,000          |
| Personal Protective Gear Replacement          | <i>FIRE-01</i> | 1        | 49,000           | 52,000           | 55,000           | 580,000          |          | 736,000          |
| Marine unit maintenance                       | <i>FIRE-05</i> |          | 45,000           |                  |                  |                  |          | 45,000           |
| Aerial 971 Replacement                        | <i>FIRE-07</i> |          |                  | 2,808,000        |                  |                  |          | 2,808,000        |
| Land acquisition for future fire house        | <i>FIRE-04</i> |          |                  |                  |                  | 1,500,000        |          | 1,500,000        |
| Rescue Equipment                              | <i>FIRE-02</i> | 1        |                  |                  |                  | 35,000           |          | 35,000           |
| <b>Fire Total</b>                             |                |          | <b>594,000</b>   | <b>3,360,000</b> | <b>580,000</b>   | <b>2,215,000</b> | <b>0</b> | <b>6,749,000</b> |
| <b>General Fund - Transfer Out to Fund 60</b> |                |          | 500,000          | 500,000          | 525,000          | 100,000          |          | 1,625,000        |
| <b>Dept Operations</b>                        |                |          | 94,000           | 52,000           | 55,000           | 115,000          |          | 316,000          |
| <b>Bonding</b>                                |                |          |                  | 2,808,000        |                  | 1,500,000        |          | 4,308,000        |
| <b>Grants</b>                                 |                |          |                  |                  |                  | 500,000          |          | 500,000          |
| <b>Source Grand Total</b>                     |                |          | <b>594,000</b>   | <b>3,360,000</b> | <b>580,000</b>   | <b>2,215,000</b> | <b>0</b> | <b>6,749,000</b> |
| <b>Public Works</b>                           |                |          |                  |                  |                  |                  |          |                  |
| Large Dump Truck                              | <i>PW-05</i>   |          | 285,000          |                  | 570,000          |                  |          | 855,000          |
| Sweeper(1998)                                 | <i>PW-07</i>   |          | 280,000          |                  |                  |                  |          | 280,000          |
| Two small dump truck replacements             | <i>PW-03</i>   |          | 250,000          |                  |                  |                  |          | 250,000          |
| Bucket Truck                                  | <i>PW-06</i>   |          | 250,000          |                  |                  |                  |          | 250,000          |
| Compactor Trailer                             | <i>PW-04</i>   |          | 150,000          |                  |                  |                  |          | 150,000          |
| Skid Steer                                    | <i>PW-08</i>   |          | 85,000           |                  |                  |                  |          | 85,000           |
| Zero Turn Mower                               | <i>PW-01</i>   | 1        |                  | 18,000           |                  | 22,000           |          | 40,000           |
| PayLoader                                     | <i>PW-10</i>   |          |                  |                  | 250,000          |                  |          | 250,000          |
| Roll Off Trailer                              | <i>PW-09</i>   |          |                  |                  | 125,000          |                  |          | 125,000          |
| Pick-up                                       | <i>PW-11</i>   |          |                  |                  | 60,000           | 60,000           |          | 120,000          |
| Medium duty tractor                           | <i>PW-12</i>   |          |                  |                  |                  | 110,000          |          | 110,000          |
| <b>Public Works Total</b>                     |                |          | <b>1,300,000</b> | <b>18,000</b>    | <b>1,005,000</b> | <b>192,000</b>   | <b>0</b> | <b>2,515,000</b> |
| <b>Bonding</b>                                |                |          | 1,215,000        |                  | 945,000          | 110,000          |          | 2,270,000        |
| <b>General Fund - Transfer Out to Fund 60</b> |                |          | 85,000           | 18,000           | 60,000           | 82,000           |          | 245,000          |
| <b>Source Grand Total</b>                     |                |          | <b>1,300,000</b> | <b>18,000</b>    | <b>1,005,000</b> | <b>192,000</b>   | <b>0</b> | <b>2,515,000</b> |
| <b>GRAND TOTAL</b>                            |                |          | <b>1,894,000</b> | <b>3,378,000</b> | <b>1,585,000</b> | <b>2,407,000</b> | <b>0</b> | <b>9,264,000</b> |

# Project Details Report

2027 thru 2031

## Capital Improvement Plan Town of Clinton



**Project Name** General Roads

**Total Project Cost** \$4,200,000  
**Department** Public Works - Townwide  
**Category** Infrastructure  
**Useful Life** 20 years

**Contact** Todd Hajek  
**Type** Infrastructure  
**Priority** High

### Description

This account is used for all aspects of Roadwork. Surface, Drainage and Design. It has been identified in our road study that to maintain our current road status we need to invest at least this much on an annual basis.

### Justification

The Town of Clinton maintains approximately 80 miles of Paved roadways. These roads need to be maintained on a regular basis

### Project Need

Maintain a current level of service

### Past Action

Requested on a yearly basis

| Expenditures | 2027           | 2028           | 2029           | 2030             | 2031     | Total            |
|--------------|----------------|----------------|----------------|------------------|----------|------------------|
| Maintenance  | 800,000        | 800,000        | 800,000        | 1,000,000        | 0        | 3,400,000        |
| <b>Total</b> | <b>800,000</b> | <b>800,000</b> | <b>800,000</b> | <b>1,000,000</b> | <b>0</b> | <b>3,400,000</b> |

| Funding Sources | 2027           | 2028           | 2029           | 2030             | 2031     | Total            |
|-----------------|----------------|----------------|----------------|------------------|----------|------------------|
| Bonding         | 800,000        | 800,000        | 800,000        | 1,000,000        | 0        | 3,400,000        |
| <b>Total</b>    | <b>800,000</b> | <b>800,000</b> | <b>800,000</b> | <b>1,000,000</b> | <b>0</b> | <b>3,400,000</b> |

## 5 YEAR CAPITAL IMPROVEMENT PLAN

### PROJECT DESCRIPTION FORM

|                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| REQUESTING DEPARTMENT:<br>FIRE DEPARTMENT                                                                                                                                                                                                                                                                                                                                                            | PROJECT TITLE:<br><br>ATTACK HOSE REPLACEMENT |
| FISCAL YEAR OF CAPITAL REQUEST: (indicate year capital project appropriation is requested)<br>FY26 <u>*</u> FY27 <u>  </u> FY28 <u>  </u> FY29 <u>  </u> FY30 <u>  </u>                                                                                                                                                                                                                              |                                               |
| PROJECT DESCRIPTION:<br><br>The requested funding would be for the replacement of attack hose carried on fire apparatus. This type of hose is used to apply water directly onto the fire from fire trucks; it is more durable and comes in various sizes based upon the needed application.                                                                                                          |                                               |
| PROJECT JUSTIFICATION (What need is being met, where is this documented, how does the project address the need):<br><br>The requested funds would be for hose replacement on 6 apparatus. The recommended replacement cycle for all fire hose is a 10-year service life. We follow all applicable annual testing standards (NFPA and ISO) so we are able to identify and address issues immediately. |                                               |
| NEED:<br><br><u>  </u> Correct an unsatisfactory level of service<br><br><u>  </u> * <u>  </u> Maintain a current level of service<br><br><u>  </u> Increase a level of service<br><br><u>  </u> Represents a "vision" for the future                                                                                                                                                                |                                               |
| PAST ACTION (Prior studies, budget request history):<br><br>The town has followed this cycle since 2005                                                                                                                                                                                                                                                                                              |                                               |
| PROJECT ALTERNATIVES:<br><br>Without the ongoing replacement plan we would have to cease our operation                                                                                                                                                                                                                                                                                               |                                               |

**NEGATIVE IMPACTS OF NOT PROCEEDING WITH PROJECT:**

Lack of compliant functioning hose would hinder fireground operations and increase the risk to firefighters and the civilians they protect at emergency scenes, potential for injuries from a burst or damaged length of hose, delay in operation during an incident to replace a burst or damaged length could place the town at a serious risk for liability.

**ADDITIONAL FUNDING SOURCES:**

Are there grants or additional funds which might be used to fund this project in part?

\_\_\_\_\_ Yes

\_\_\_ \* \_\_\_ No

If Yes, describe:

YEAR REQUESTED: FY 25/26

DEPARTMENT PRIORITY IN YEAR REQUESTED: 2

**ESTIMATED COSTS:**

|                                         | Description                                                                                                                                                                           | Cost      |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Capital/One Time Costs                  | This pricing is based on current inventory numbers to be replaced and is the average of pricing provided by vendor who's product we will trial before selecting a product to purchase |           |
|                                         | TOTAL CAPITAL COSTS                                                                                                                                                                   | 88,000.00 |
| Continuing Annual Operating Costs       |                                                                                                                                                                                       |           |
| Salary (If additional personnel needed) |                                                                                                                                                                                       |           |
|                                         | TOTAL ANNUAL COSTS                                                                                                                                                                    |           |

**A resolution** authorizing the creation of a Capital Roads & Sidewalks Fund (fund 66 "Road Fund"). This fund will be a dedicated financial mechanism designed to manage annual expenses related to the repair, maintenance, planning, and construction of municipal road and sidewalk infrastructure. These funds will allow the Town of Clinton to address long-term infrastructure needs, enhance pedestrian safety, and manage traffic flow.

#### **Key Aspects of the Fund:**

- **Purpose:** Addresses pavement conditions, sidewalk improvements, and related infrastructure repairs.
- **Funding Sources:**
  - Annual state capital grants which are currently recorded in the general fund intergovernmental revenue line items. These grants can be applied to fund 66 when appropriate.
  - One time state grants.
  - One time revenue sources (such as revenue from town landfill capping)
  - Transfer of general fund year end surplus.
  - Bonding
- **Planning:** Based on the Town's five-year CIP plan to manage long-term infrastructure needs.

#### **Eligible Projects:**

- **Roads:** Road safety improvements, resurfacing, and reconstruction.
- **Sidewalks:** Construction of new sidewalks, repair of existing walkways, and installation of ADA-compliant curb ramps.
- **Accessibility:** Enhancements for pedestrian safety and accessibility.

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

|                                |                                                                                                                                                      |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE OF REQUEST:</b>        | <b>09/02/2026</b>                                                                                                                                    |
| <b>DEPARTMENT OF REQUEST:</b>  | <b>FINANCE</b>                                                                                                                                       |
| <b>FISCAL YEAR OF REQUEST:</b> | <b>FY26</b>                                                                                                                                          |
| <b>REASON FOR REQUEST:</b>     | END OF FISCAL YEAR 2025-26 TRANSFERS TO<br>TRANSFER OUT TO CAPITAL PROJECTS LINE ITEM<br>TO BE TRANSFERRED TO THE CAPITAL ROADS &<br>SIDEWALKS FUND. |

| DECREASE ACCOUNT(S) | DESCRIPTION      | AMOUNT       |
|---------------------|------------------|--------------|
| SEE ATTACHED DETAIL | VARIOUS ACCOUNTS | \$100,000.00 |
|                     |                  |              |
|                     |                  |              |
|                     |                  |              |

| INCREASE ACCOUNT(S) | DESCRIPTION      | AMOUNT       |
|---------------------|------------------|--------------|
| SEE ATTACHED DETAIL | VARIOUS ACCOUNTS | \$100,000.00 |
|                     |                  |              |
|                     |                  |              |
|                     |                  |              |

1) Department Head Signature\*: N/A Date: \_\_\_\_\_

Comments:

*\*When completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes ☒ No ☐ Date Approved: 8/26/26 Denied: \_\_\_\_\_

3) Town Manager: Michelle Beniga Date Approved: 8/26/26 Denied: \_\_\_\_\_

4) Town Council: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: Date Transfer made: \_\_\_\_\_

|  |  | TOWN OF CLINTON - FISCAL YEAR END 2025-26 TRANSFERS FOR CAPITAL ROADS/SW FUND |  |  |                     |  |
|--|--|-------------------------------------------------------------------------------|--|--|---------------------|--|
|  |  |                                                                               |  |  | FOR ROADS / SW FUND |  |
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**TOWN OF CLINTON, CONNECTICUT**  
**OFFICE OF THE TOWN MANAGER**

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**MEMORANDUM**

**TO:** Town Council  
**FROM:** Michelle Benivegna, Town Manager  
**DATE:** Sept. 2, 2026  
**RE:** Town Manager's Report

**Beach Park Road Bridge & Tide Gate Replacement**

Construction continues on the replacement of Beach Park Road Bridge and the Tide Gates. As of the August 25, 2026 progress meeting, approximately \$3.54 million in work completed through July 31, 2026. The revised contract value is approximately \$8.30 million. Below are specific details.

**Construction Progress**

- The new tide gate units have been installed; however, the self-regulating tide gate doors and mechanical components remain to be installed.
- Concrete work on the tide gate wall and southwest wingwall continues to progress.
- Sheet piling for the cofferdam at Abutment No. 2 and the northwest wingwall has been installed.
- Work anticipated over the next several weeks includes continued backfilling at Abutment No. 1 and the southwest wingwall, along with additional drilled-shaft work.

**Project Schedule**

The contractor's current baseline schedule identifies July 16, 2027 as the anticipated project completion date. The schedule will be updated again following completion of the tide gate installation.

**Traffic & Public Impact**

The Beach Park Road detour remains in place, and traffic-control signs and devices are reported to be functioning well. There may be a temporary increase in local traffic impacts when the precast bridge deck sections are delivered to the site. The Town will be notified in advance so that Police and/or traffic-control assistance can be coordinated as necessary.

**Utilities**

Coordination continues with Connecticut Water, Eversource, Frontier, and other utility providers regarding temporary and permanent utility relocations. Eversource has raised a question regarding funding responsibility for its relocation work. Ducks Unlimited's legal department is currently communicating with Eversource regarding this matter.

**Environmental Monitoring**

Environmental controls and monitoring remain ongoing, including erosion and sediment controls, turtle fencing, water turbidity, marsh water elevations, and protected species monitoring. DEEP approval of the contractor's discharge permit renewal is currently pending due to newly expanded water-testing requirements. The contractor is completing the additional sampling required as part of that process.

## **Emergency & Mass Notification Capabilities**

At the request of the Town Council during a prior meeting, Emergency Management Director Mike Neff provided an overview of the Town's current mass notification capabilities and how the various systems can be utilized during emergency situations.

The Town currently has several methods available to communicate emergency information to residents:

**Social Media:** The Town can coordinate messaging across Town departments to distribute timely information. During the recent boil water order, coordinated social media messaging was used to share information provided by the Connecticut Department of Public Health (DPH) and Connecticut Water.

**Town Website Email/Text Notifications:** Through the Town's CivicPlus system, residents who have opted in can receive email and text notifications. This system was also utilized during the recent boil water order.

**Everbridge/CT Alerts:** The Town has the ability to send notifications through Everbridge/CT Alerts; however, this is primarily an opt-in notification system. Residents must proactively register their phone numbers and/or email addresses through CT Alerts in order to receive these notifications. Listed landline telephone numbers may also receive certain notifications.

**Wireless Emergency Alerts/Reverse 911:** The ability to send geographically targeted emergency alerts broadly to mobile devices within a designated area resides with the State of Connecticut through DEMHS.

To be clear, the Town does not have the independent ability to send a message through the reverse 911 system. If the Town believes circumstances warrant such a notification, the request and proposed message must be submitted through the State. The State determines whether the situation and content meet its established criteria and, if approved, sends the notification on behalf of the Town.

Everbridge/CT Alerts provides a similar means of distributing emergency information and can be utilized by the Town; however, unlike a broad State-authorized reverse 911 notification, Everbridge/CT Alerts is an opt-in system, meaning residents must elect to receive these notices.

EMD Neff also advised that the use of Everbridge has become more restrictive following the COVID-19 pandemic, with DEMHS providing additional oversight of municipal use of the system. During the recent boil water order, there was no indication that additional Everbridge notifications beyond those issued by DPH and Connecticut Water would have been approved.

An important limitation of the Town's existing notification systems is that email, text, and Everbridge/CT Alert notifications depend largely upon residents proactively registering their contact information. Continued public outreach encouraging residents to subscribe to the Town's CivicPlus notifications and CT Alerts will therefore remain important to expanding the Town's ability to communicate directly with residents during emergencies.

### **Library Lease Renewal**

The Library lease has been extended for one month to allow sufficient time for a thorough review. The existing lease is approximately 30 years old and requires additional review before a new agreement is finalized. Additionally, Maribeth will be away for two of the four weeks in September, further limiting the time available to complete the review.

A draft of the proposed lease will be provided to the Town Council in advance of the October 21 meeting to allow Council members adequate time for review.

The current plan is to seek approval at the October 21 Town Council meeting authorizing the Town Manager to enter into the lease on behalf of the Town.

### **Elliott Building Renovation Update**

Renovation and repair work at the Elliott House continues to progress. Repairs have been completed to portions of the stairs leading to the second floor, as well as to a handrail and wall. Repairs to address the roof leak originating near the chimney are currently in progress, and the electrician has replaced the lights.

The bathroom has also been partially gutted, and a new counter and sink are being installed. Once that work is completed, we are awaiting the painter, followed by installation of the new carpeting.

The goal is to have the current renovation and repair work completed by the end of September.

### **Proposed Town Council Community Service Award**

I would like to have a discussion with the Town Council regarding the concept of establishing a Town Council Community Service Award as a way to encourage and recognize volunteerism among Clinton's high school students.

The idea was brought forward by Niki Dakis and would recognize students who complete 50 or more hours of volunteer service with a Clinton-based organization during the school year. The goal is to encourage young people to become involved in their community, experience the value of helping others, and develop an appreciation for community service.

Under the proposed concept, the Board of Education would determine and verify which students meet the established criteria and provide the names of qualifying students to the Town. The Town Council could then formally recognize those students, potentially as part of the school's end-of-year ceremonies.

No formal vote is requested at this time. I am seeking discussion and a consensus from the Council as to whether there is interest in moving forward with the concept. If there is consensus to proceed, I will work with Niki Dakis to develop and formalize the program and process on behalf of the Council and bring the details back to the Council as appropriate.